



EMPLOYMENT OPPORTUNITY

Development Services Technician

Recruitment Number: 05-148

Salary: \$3,209.80 – \$3,901.53/Monthly
Filing Deadline: 5 PM, MONDAY, JUNE 6, 2005

[Supplemental Questionnaire Required with Application](#)

POSITION SUMMARY

Performs technical building, planning and engineering work; assists general public by responding to customer visits, phone calls and inquiries regarding building permits, construction permits, business licenses, plan checking fees, filing procedures, and permit status; inputs pertinent permit and business license information into automated tracking system and supports other plan checking, administrative and front counter related tasks.

ESSENTIAL FUNCTIONS (Functions may include, but are not limited to, the following):

Entering permit and business license data into the automated database; researching, compiling and preparing various limited reports and presentation graphics; assisting the general public at the front counter or by phone regarding engineering permits, building permit requirements, business licenses, plan check fees, plan check filing procedures and processing, and permit status; researching information for public; accepting permit and business license applications and collecting permit fees; reviewing and evaluating plans for completeness and conformance with ordinances and department's standards, policies and guidelines; reviewing plans for conditions of prior approval; routing plans to other city departments for review; approving minor permits; researching and responding to public inquiries; building and maintaining positive working relationships with co-workers, other City employees, and the public using principles of good customer service; and performing other related duties as assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Any combination of experience and training equivalent to an Associate's degree from an accredited college with major course work in planning, urban studies, social sciences, construction technology or a related field and two years of responsible administrative support and/or land development experience.

Knowledge, Skills and Abilities: Knowledge of: land development projects; principles and practices of plan checking; policies and procedures for fees assessment; principles and practices of customer service; English usage, spelling, grammar, and punctuation; and modern office methods, procedures, computer equipment and computer software applicable to assignment. Ability to: read and interpret documents and plans; learn applicable laws, codes, ordinances and regulations; operate standard office equipment; use initiative and sound independent judgment within established guidelines; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work; and work with various cultural and ethnic groups in a tactful and effective manner.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk and/or stand at a front counter for long periods of time. Intermittently twist and reach office equipment; write and use keyboard to communicate through written means; and may lift light weight.

APPLICATION PROCESS

Candidates whose applications indicate education and experience most directly related to the position will be invited to participate in the selection process. All notifications will be sent via standard US mail.

The City contributes 8% to the Public Employees Retirement System (PERS) for the employee. Positions that are represented by the Chula Vista Employees Association will have a 1.92% salary deduction that coincides with the Work Furlough Program. Employees will accrue up to 40 furlough hours prorated based on date of hire.

Human Resources • City of Chula Vista • 276 Fourth Avenue • Chula Vista, CA 91910 • (619) 691-5096
Hours: 8 AM – 5 PM Monday - Friday • www.chulavistaca.gov • **Job Hotline: (619) 691-5095**

Assigned Staff: Lisa Torres, (619) 409-5923 ltorres@ci.chula-vista.ca.us Published 05/23/2005
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